



MINNESOTA
MUSEUM of
AMERICAN ART

Learning and Engagement Coordinator (Part-time) Minnesota Museum of American Art

Mission: *Minnesota Museum of American Art inspires people to discover themselves and their communities through American art.*

Description: Minnesota Museum of American Art (the M) is in an exciting, transformational time as we work towards opening a new art museum in December 2018. The M seeks a Learning and Engagement Coordinator to further its work in developing, launching, and maintaining the administrative framework for its Center for Creativity and programs taking place throughout the museum and community. The Coordinator works under the supervision of the Curator of Learning and Engagement but is also expected to perform many daily tasks independently.

We know there are great candidates who may not fit into the criteria we've outlined below, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself.

Work Environment & Schedule: Must be able to successfully work both independently and collaboratively in an office setting. Work schedule is flexible, requiring work on evenings and weekends, based on department needs and event schedules.

Specific Responsibilities:

- Perform all administrative duties for the Learning and Engagement program, including: preparing teaching artist and tour guide contracts and maintaining regular correspondence with them; handling requests and registrations for studio classes, youth workshops, tour & art-making experiences, self-guided groups, and community convenings; maintaining schedule of Center for Creativity; ordering supplies/materials; distributing and collecting evaluations to program participants; maintaining list of and contracting with ASL interpreters, captioning specialists, verbal description experts, and translators.
- Assist Curator and Visitor Services and Volunteer Manager in administrative details relating to organizing and preparing programs and events.
- Maintain Wide Open Studio drop-in making station.
- Schedule paid tour guides for group tour and art-making reservations.
- Schedule volunteers to assist teaching artists during classes, workshops, and residencies.
- Share role of on-site liaison with Curator during high-activity times in the Center for Creativity and during Artist Takeovers.
- Occasionally fill in for museum front-of-house duties; staff special museum events, including exhibition openings and public programs.
- Other duties as assigned.

Qualifications:

- Bachelor's degree OR equivalent knowledge of administrative components of a dynamic, public learning or gathering space.
- Excellent focus and attention to detail.
- Able to successfully manage multiple projects independently and seek direction as needed.
- Experience in a museum, gallery, community center, or classroom setting preferred.
- Exceptional communication skills, proven relationship-building skills, creative thinking, and the desire and ability to work as part of a small and dedicated team.
- Familiarity with Microsoft Word, Excel, and PowerPoint. Familiarity with ALTRU and Shiftboard databases a plus.
- Ability to engage with people across cultural and lived experiences.

How to Apply: Submit cover letter and resume via email to Jennifer Hensley, Director of Operations, at jhensley@mmaa.org.

Salary will be determined based upon experience, in the range of \$11,700 to \$15,600 and is part-time (approximately 15-20 hours a week), therefore not eligible for benefits.

Application deadline: Sunday, September 16, 2018; anticipated start date in late September/early October.

The M is committed to building a culture focused on inclusivity, diversity, equity, and accessibility and strives to exemplify the richness of difference, and the equitable inclusion of it, throughout the organizational culture and within its practices. Affirmative Action, Equal Opportunity Employer.